

Hampton Vale Primary Academy

Staff Dress Code Policy

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1.0 Purpose

1.1 The purpose of a dress code for staff is to provide guidance on what is and is not appropriate work attire to maintain the professional image that working or volunteering within education warrants. All staff form an important part of the modelling process and as professionals it is important that children have appropriate role models for professional dress as well as the best example of appropriate clothing for the task in hand.

1.2 The aim of this policy is to reflect these standards without unduly restricting individual choice.

1.3 This policy is not intended to be exhaustive in defining acceptable and unacceptable standards of dress and appearance, and members of staff are expected to use their common sense in adhering to the principles underpinning the policy

2.0 Appropriate items

2.1 All staff are expected to dress professionally and as part of safeguarding for staff it is important that they wear clothing which should be smart, modest and appropriate for their role.

2.2 Trousers should be smart tailored/ smart chino and full length; skirts/dresses/formal tailored shorts should be on the knee or longer.

2.3 All clothes should be clean, in good repair and presentable.

2.4 Piercings should be kept to the minimum.

2.5 Jewellery should be appropriate for the classroom environment; dangly earrings should be no bigger than a 2 pence piece.

2.6 Extreme hairstyles/colours are not appropriate.

2.7 Hats should not be worn inside the building.

2.8 Tattoos should be covered wherever possible.

2.9 Appropriate length of skirt (knee length).

2.10 Blouses (long or short sleeve).

2.11 Smart shirts/ t-shirts with collars/ polo shirts (ties are optional).

2.12 The above is not an exhaustive list, this is purely to give staff an indication. If in doubt a common sense approach should be taken.

3.0 Inappropriate Items

3.1 Listed below is an example of items that are not appropriate to be worn by staff;

- Leggings, unless worn under a skirt or dress of appropriate length
- Lycra tops or shorts/trousers
- Jean or other denim clothing
- Revealing or excessively tight clothing, such as cropped tops and short skirts
- Clothing which exposes underwear

- Casual t-shirt or shorts (except where appropriate for the task of the day).
- Combat or cargo trousers
- Flip flops or Crocs
- Garishly coloured, patterned or sparkly attire
- Trainers (except for PE/ Maintenance/ Domestic or Creativity Team).
- Clothing with large logos, political symbols or contentious slogans.

3.2 This policy does not seek to document all the items that could be deemed inappropriate but to provide a general indication to staff.

4.0 Sports and Performing Arts and Forest School

4.1 At Hampton Vale Primary Academy, Physical Education, Dance and Drama and Forest School are taught by Specialist Teachers, therefore staff should not be wearing sports attire on the class PE days.

4.2 It is advisable for staff to have a change of clothes should the need to cover the above lessons during the absence of the relevant Specialist Teacher.

4.3 If it is required for the member of staff to be in their sports kit, then this should be worn for the morning or afternoon of the session, the kit should not be worn all day.

4.4 Staff leading these lessons should be dressed appropriately for the task. Items of clothing should be appropriate for the task whilst maintaining a professional image.

4.5 Staff should ensure that they are wearing appropriate Personal Protective Equipment (PPE) if appropriate for the task and activity.

4.6 Sports and Performing Arts staff need to ensure that whilst their clothing is suitable for the strenuous activities of teaching these subjects that they are also abiding by the 'Examples of Inappropriate Items' as detailed in 2.0 of this policy.

5.0 Maintenance and Domestic Staff

5.1 We appreciate that not all roles within the Academy require business dress. Therefore staff who carry out maintenance and domestic duties should wear items of clothing suitable for the task in hand.

5.2 Staff should ensure that they are wearing the appropriate Personal Protective Equipment (PPE) items for their duties. Any questions or concerns over PPE should be raised with the employee's Line Manager in the first instance.

6.0 Office based and Administration Roles

6.1 Staff should be in business casual attire in line with sections 2 and 3 of this policy.

6.2 Clothing should not unduly restrict movement or prevent a task being carried out with dignity.

7.0 'Dress Down' Days

7.1 On occasions such as a fundraising day, staff may be able to wear casual clothes to work. Whilst the employee is able to wear non-work attire, staff must still be mindful of their choice of outfits avoiding inappropriate slogans and must retain their modesty.

8.0 Extreme Weather Conditions

8.1 In periods of extreme weather conditions, the Headteacher has the authority to impose a relaxed dress code to allow members of staff to feel comfortable whilst carrying out their duties. Items must still look smart and professional.

9.0 Implementation of Policy

9.1 It is the responsibility of all Line Managers to ensure their staff members are abiding by this policy and address any non compliance.

9.2 Peripatetic staff such as staff working for the Multi Academy Trust / Music Tutors leading subjects within this area are also required to abide by this policy whilst working at the Academy.

10. Review of Policy

10.1 Unless any other reason, this policy will not be reviewed for 3 years.